



**Financial and Administrative Service Department**  
**Purchasing Office**  
PO Box 1088, Austin, Texas, 78767

August 7, 2008

**VENDOR** Aus-Tex Printing & Mailing  
**Contact Name** Marie Eastty  
Vice President  
2431 Forbes Dr.  
Austin, TX 78754

Sent via email to [marie@austex.com](mailto:marie@austex.com)  
and by Regular US Mail

Dear Contact Name: Ms. Eastty,

The Austin City Council approved the execution of a contract with your company for printing services in accordance with the referenced contract .

Responsible Department:	Human Resources
Department Contact Person:	Gail Ray
Department Contact Email Address:	Gail.ray@ci.austin.tx.us
Department Contact Telephone:	512-974-3409
Project Name:	Printing Services for the Human Resources department's administrative, benefit and health programs.
Contractor Name:	Aus-Tex Printing & Mailing
Contract Number:	MA 5800-NA080000105
Contract Period:	August 7, 2008 August 6, 2010
Contract Amount:	\$75,106
Extension Options:	Two (2) twelve-month periods
Requisition Number:	RQM 5800-08030600397
Solicitation Number:	SSC0067REBID
Agenda Item Number:	41
Council Approval Date:	08.07.08

A copy of the contract/purchase order will be mailed to you within 10 business days.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Rosemary Ledesma  
Supervising Senior Buyer  
Purchasing Office  
Finance and Administrative  
Service Department

cc: Gail Ray, HRD